

79B-1235 Hilton Room Reference Guide

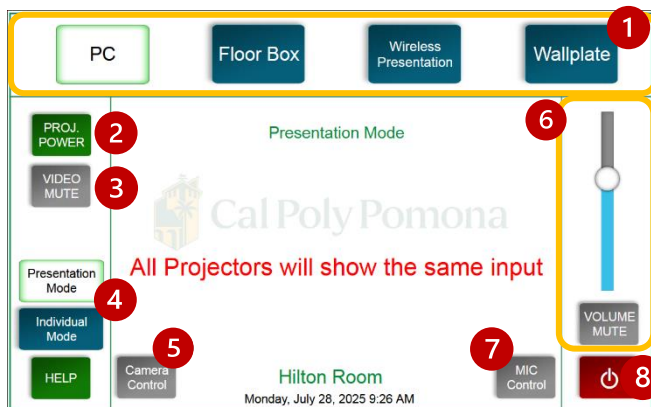
GETTING STARTED

The Hilton Room functions as a typical HyFlex with multiple displays. This guide will walk you through the basics of operating the room from start to finish. If you have any other questions or concerns, please contact Classroom Support at (909)869-4040 ext.4040 or submit a ticket at cpp.service-now.com/ehelp.



STARTING THE SYSTEM

To start up the projector and screen, follow the on-screen instructions on either of the touch panels within the room. Give the projector some time to warm up, then select your input method from the top to begin setting up a presentation.



QUICK PANEL CONTROLS

- | | |
|---|---------------------|
| 1 | Input Selection |
| 2 | Projector Power |
| 3 | Video Mute |
| 4 | Presentation Modes |
| 5 | Camera Controls |
| 6 | Volume Controls |
| 7 | Microphone Controls |
| 8 | Microphone Controls |

ABOUT THE PRESENTATION MODES

The Hilton Room can be operated in one of two ways: Presentation Mode and Individual Mode.

Presentation Mode: The input selected will display on all displays.

In Individual Mode: The inputs can be assigned to each projector.

NEED SOME EXTRA HELP?

Call (909) 869-4040 | www.cpp.edu/classroomhelp

79B-1235 Hilton Room

Reference Guide

PRESENTATION MODE IN MORE DETAIL

This is the default mode that the room will start in. Across the top you will have a selection of inputs, some of which have smaller sub-menus that allow you to select from any of the inputs across the entire room and duplicate it across every projector.

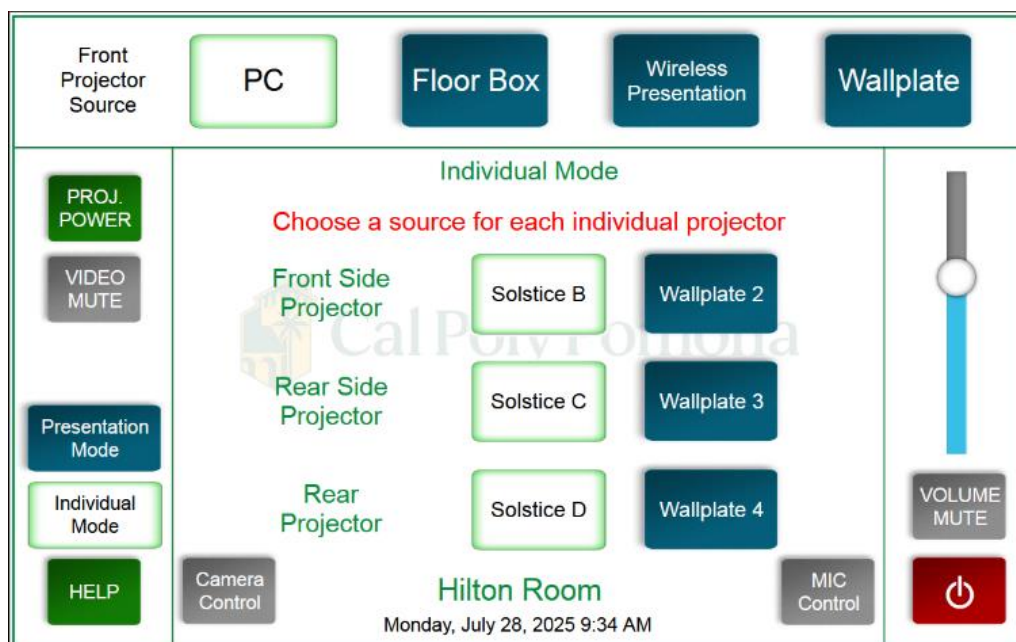
PC: This is the input selection that displays dedicated PC located at the Instructor Station.

Floor Box: This input is located just beyond the front desk on the floor centered to the room.

Wireless Presentation: This is the first input source that gives you a few more devices to pick from. A-D are laid out from the entrance starting at the right-most projector continuing counterclockwise throughout the room.

Wallplate: This is the second input source that lets you display the content that is connected to any of the individual 'Wallplates' across the room. These inputs follow the same hierarchy as the wireless presentation devices, where 'Wallplate 1' is the right-most projector continuing counterclockwise throughout the room.

INDIVIDUAL MODE IN MORE DETAIL



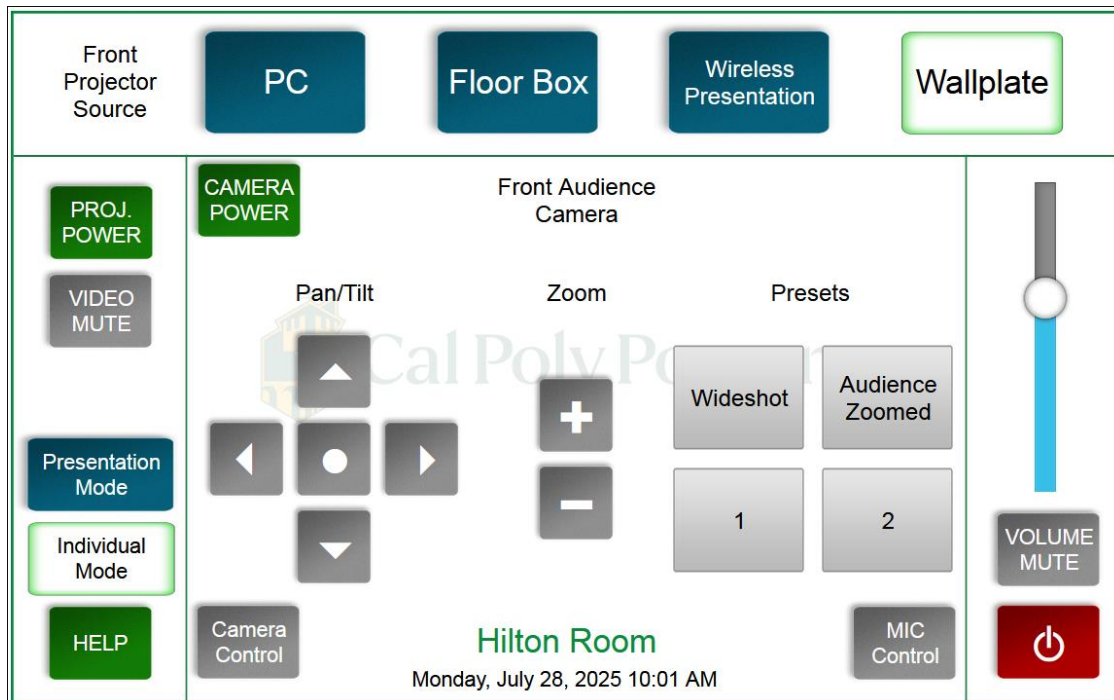
When in Individual Mode, a new menu will populate on the center of the touch panel display. This menu allows you to individually assign the projectors to either display their dedicated Wireless Presentation devices (Labelled Solstice A/B/C) or their dedicated wall plates that are used for connecting laptops up to the relevant projector.

NEED SOME EXTRA HELP?

Call (909) 869-4040 | www.cpp.edu/classroomhelp

79B-1235 Hilton Room Reference Guide

ABOUT THE AUXILIARY FUNCTIONS



Projector Power: This completely turns off the projector and will require an additional warm-up time if you decide to turn it back on.

Video Mute: This sets the projector to a blank screen which allows you to show and hide the projectors image without needing to wait for the warm-up cycle every time.

Help: Provides you with the Classroom Support Teams contact extension for when you need immediate support with the room.

Camera Control:

- Clicking this will first bring up a small device selection menu that lets you pick which camera you want to manually control.
- Once a device is selected you will be provided manually controls for the Pan, Tilt, and Zoom and power.
- Additional presets are also provided within that context menu.
- Auto tracking can also be turned on or off for the Side Audience and Instructor cameras. *The Front Audience camera does not support this feature.*

MIC Control: This button brings up a pop-up dialogue that allows you to set the volume for each of the microphones available within the room.

NEED SOME EXTRA HELP?

Call (909) 869-4040 | www.cpp.edu/classroomhelp

79B-1235 Hilton Room Reference Guide

ABOUT THE WIRELESS PRESENTATION FUNCTION

This function allows hosts or participants to display content from their laptops or phones directly onto the main room screen(s).

Up to 4 participants and 1 moderator can connect simultaneously.

To get started, all devices that intend to utilize this function will first need to be connected to the campus **eduroam** wi-fi network. (www.cpp.edu/wifi)

Next, participants will need to install the **Solstice App** from Mersive's Download Center for their device. (www.mersive.com/download)

Once everyone is ready, set the touch panel to the Wireless Presentation input and open the app on the participating devices.

Using the search bar at the top of the Solstice App, type in your room number **[79B-1235 A-D]** and select it from the list when it populates.

In some cases, you may need to enter the devices IP-address into the search field. This can be found on the top right portion of the main display screen formatted as **[10.104.92.XXX]**.

The app will then prompt you to type in a **four-digit code** that is displayed under the room name on the wireless presentation screen. Input the code given and wait a few seconds for the device to synch with the system.

To organize the global display order and participant layout you will need to set a host as the moderator. Navigate to the **Moderate** tab on the left-hand side of the app and enable the **Moderate Meeting** toggle.

Make sure that the device selecting this belongs to the faculty member as this grant's permission to the selected user to accept or kick participants from the meeting at their discretion.

Additionally, moderators can organize the global display order and participant layout which lets you display multiple sources onto the projector at the same time.

*For more detailed information and videos on how to use Solstice, visit the **Classroom Help** page and look for information on Wireless Presentation in the available guides.*



NEED SOME EXTRA HELP?

Call (909) 869-4040 | www.cpp.edu/classroomhelp